CMAQ FFY 2014-2018 Call for Projects

Line by Line Instructions for Completing Application Forms

These instructions guide sponsors in completing the FY 2014-2018 Congestion Mitigation and Air Quality Improvement Program (CMAQ) application forms.

The forms have six parts: project identification, project location and map, project financing and CMAQ funding request, project emissions benefit data, program management information, and project description. All of this material is required with each application, unless specifically stated otherwise in the <u>project information booklet</u>. The detailed estimate of costs form is also required for all applications. For missing material or for assistance, contact your <u>sub-regional planning staff</u> and then <u>Doug Ferguson</u> at CMAP at (312) 386-8824.

The forms for this year have changed. If you are resubmitting a project for which you have applied in the past, please transfer the project information to this year's forms.

Part I. Project Identification

I. PROJECT IDENTIFICATION	ON	
Project Sponsor		Contact Information—Name, Title, Agency, Address, Phone, e-mail (e-mail required)
Other Agencies Participating in Proj	ect	
 New Project Existing CMAQ Project Add CMAQ to Existing Project 	TIP ID if project already has one	

Project Sponsor

The project sponsor is the governmental body responsible for the application for CMAQ project financing and for implementing approved projects. Project sponsor responsibilities are discussed beginning on page 12 of the <u>project information booklet</u>.

Other Agencies Participating

If there are other agencies participating in a project, indicate them here.

TIP Project ID

If all or part of this project is in the TIP for northeastern Illinois, indicate the TIP ID here. If you are applying for CMAQ funding for an existing non-CMAQ funded project, select "Add CMAQ to Existing Project" and place the TIP ID in the correct field. If you are requesting funding for a current CMAQ project, select "Existing CMAQ Project" and enter the TIP ID in the correct field. The format for TIP ID numbers is 99-99-9999. If you are unsure whether the project is in the TIP, contact your <u>sub-regional planning staff</u>.

Contact for this Project

Fill in the name, title, agency, address, phone number and e-mail address of the individual who can provide CMAP staff with information should questions about this project arise.

Additionally the project contact will receive any requests for status updates. If the contact is not the project manager or engineer, please provide a secondary contact with a working knowledge of the project.

Part II. Project Location

Name of Street or Facility to be Improved	tely locate this project in a GI Marked Route#	S system
Project Limits: North/West Reference Point/Cross St/Intersection	Marked Route#	Municipality & County
Project Limits: South/East Reference Point/Cross St/Intersection	Marked Route#	Municipality & County

Name of Street or Facility to be Improved

Indicate the street or facility name. For intersection improvements, interchanges, and bridge projects, indicate the name of the major street. Accurate descriptions are extremely important since the emissions benefits depend on the location. Attach a map showing the location of the project. The information should be sufficient to locate the project on a local street map.

Marked Route#

Indicate the commonly used route number for the road, e.g., I-80; US 52; IL 43. Do not use FAU or FAP numbers in this field.

Project Limits

For roadway projects indicate the cross street. Give the **northernmost or westernmost** point of the project first then on the next line give the **southernmost or easternmost**. For intersection improvements, interchanges, bridge and other projects occurring at a single location, just indicate the single cross street. For transit station, transfer center or parking projects indicate the nearest intersection. For other transit projects, indicate the intersection nearest the project's northern or western terminus.

Municipality & County

Indicate the county and municipality for any of the reference points. For projects with a reference point in an unincorporated area, indicate the political township name.

Other Project Location Information or Project Title

Provide any other information necessary to determine the location of the project. If the project does not lend itself to description via project limits, give a project title here. Be brief; this field may be truncated.

Part III. Project Financing & CMAQ Funding Request

	Starting Federal Fiscal	(New) CMAQ Total Phase Costs Funds Requested		Other Federal Funds Including prior CMAQ awards	
	Year*	(Thousands)	(Thousands)	Fund Type	Amount
Engineering Phase 1		s	s		s
Engineering Phase 2		s	s		s
Right-Of-Way Acquisition		s	s		s
Construction (Including Construction Engineering)		s	s		s
Engineering (For Implementation Projects)		s	s		s
Implementation		s	s		s
Alternatives Analysis		s	s		s
*Phase must be accomplished wit Tot	thin 3 years	s	s		
Source Of Local Matching Funds	\$				
If So:	ft Matching Fund	ls Are Intended To Be	Used, Please Contac	et CMAP Staff.	
Have The Matching Funds Been (Provide Details):	Secured?				

General notes:

A change has occurred in the way CMAQ funds for northeastern Illinois are programmed:

- **Phase I Engineering** (preliminary engineering) is no longer eligible for CMAQ funding in northeastern Illinois. Transit projects requiring engineering will only be eligible for 50% federal funding under the CMAQ program. See page 11 of the information booklet for more information.
- Signal interconnect projects will not be eligible for phase I or II engineering (preliminary or design engineering) funding. Construction engineering (CE) will continue to be eligible as a part of the construction phase.

Failure to submit a complete Project Financing & CMAQ Funding Request as required will result in an application not being considered for funding.

 Accurate starting years for each phase are essential for being considered for CMAQ funding and continued funding over the life of the project. The starting year plus two additional years is when the phase must be accomplished, or else all remaining funding will be deferred. Accomplished is defined as:

<u>Phase</u>	<u>FHWA</u>	<u>FTA</u>
Phase II Engineering	Pre-Final Plans to IDOT Dist. 1	FTA Grant Approval
ROW	ROW Certified by IDOT Dist. 1	FTA Grant Approval
Construction	Letting	FTA Grant Approval
Implementation	Federal Authorization	FTA Grant Approval

- The total costs for each phase required for this project should be completed. If the project requires engineering phase I, which is no longer eligible for CMAQ funding, the total cost of that phase must be entered into the application. The only exception is if phase I engineering is not required for the project. The sponsor should still indicate the total cost for engineering phase I in the Total Phase Costs column and indicate any other federal funds used for that phase in the Other Federal Funds columns. When evaluating submitted projects, CMAP staff uses the total project costs to evaluate the project. Not every phase listed will be applicable to your project. Only fill out the phases that have been completed or will be completed for this project. Note that construction engineering (engineering III) is not a separate phase, but is to be included with the construction (CONST) line item. Use "implementation" (IMP) to denote the completion of a nonconstruction project (e.g., purchasing buses). For projects requiring only engineering services (e.g., bus specification development) use "engineering" (ENG). Implementation projects are typically associated with engineering services; construction projects are associated with engineering I and II. The "alternative analysis" (AA) phase is applicable only to transit facility improvements; contact CMAP before submitting an application with this phase.
- Show all costs related to achieving the congestion and emissions benefits on the form, including engineering and right-of-way costs already expended, even if done in-house. Costs for related project elements that do not help achieve congestion and emissions benefits (and for which CMAQ funding is not and will not be sought) may be excluded, but note these costs in question 1 Section VI (the project description). For example, if a transit station is being reconstructed, lighting costs not funded by CMAQ can be excluded
- Costs which have already been obligated, or will be obligated before the award of CMAQ funds, are not eligible for funding.

Starting Federal Fiscal Year

Provide the federal fiscal year in which each phase will begin. If a phase of the project has already been started or completed, you still need to provide the year in which it was started. All phases and costs of the project must be accounted for in the application. As stated above and in the application form, the phase requested must be accomplished in this year plus two additional years or the remaining funding will be deferred.

Total Phase Costs (Thousands)

Indicate the total cost of each phase included in your project. This includes phases that have been started or completed. If the project is part of a larger project, include only the costs for the CMAQ portion of the project. An example would be if you are applying for a bicycle facility along a road that is being reconstructed; include only the costs for the bicycle facility. This may mean that estimates for the engineering work will need to be made since the engineering for the road and bicycle facility may have been done together.

CMAQ Funds Requested (Thousands)

Indicate the federal portion of the cost of the phase for which CMAQ funds are being requested. For the CMAQ program this is generally no more than 80% of the total cost. Projects for which

the sponsor is providing more than the minimum local match may receive special consideration.

Other Federal Funds -Including prior CMAQ awards

Indicate other federal funds that are being used for each phase of the project. Provide the federal amount and the source. See the <u>TIP Summary brochure</u> for a list of fund sources and codes. Past awards of CMAQ funding should be indicated here.

Total Project Costs

The bottom line should include the total project costs and the total of all CMAQ funds being requested with this application.

Source of Local Matching Funds

Provide the source of the secured local match. This may not be other federal funds. See page 14 of the <u>Project Information Booklet</u> for more information on local match. If soft matching funds are intended to be used, please contact <u>Doug Ferguson</u>, (312) 386-8824.

Have the Matching Funds been Secured

Provide the status of the local match. Has the local match been identified in an agency budget, capital program, municipal resolution or similar document.

Part IV. Project Congestion Mitigation and Emissions Benefit Data

Each type of project uses a different evaluation method. The data required in this section will be discussed separately for each project category.

CMAP staff computes emissions benefits from this data using uniform methods to ensure project comparability. In most cases it is not necessary for the applicant to compute emissions benefits. Contact CMAP staff if you believe your project calls for a different computation of emissions benefits.

Traffic Flow Improvements

IV. PROJECT EMISSIONS BENEFIT DATA
Type of Project (Check One) 🗌 Intersection Improvement 🔲 Bottleneck Elimination
Project Length (Miles – Bottleneck Elimination And Multiple Intersections Only):
Posted Speeds (Miles Per Hour For Each Street):
Current Traffic Volume For Each Street (Adt – Indicate Year):
Will pedestrian or bicycle facilities be added as part of this project?
If "Yes" is checked, complete the sections on pedestrian bicycle facilities in the Project Scoping Report
Do queues currently clear on the major street at signalized intersections in the pm peak period?

Type of Project

Indicate if the project is either an intersection improvement or a bottleneck elimination project. If your project does not fit into one of the categories listed, look on the other forms for an appropriate project type.

Project Length

For intersection improvements involving multiple intersections or for bottleneck eliminations, give the actual length of the improvement. This may be left blank for improvements involving only one intersection.

Posted Speeds

Show the posted speed for all affected facilities. e.g., for intersection improvements show the posted speed for all of the intersecting streets.

Current Traffic Volume for each Street

For intersection improvements, use the total daily entering vehicles. For bottleneck elimination projects, use the average daily traffic along the section to be improved.

Will pedestrian or bicycle facilities be added as part of this project

If sidewalks or bicycle paths are being added in conjunction with the projects, check yes, and describe them in the Project Description section. Be sure to indicate the facility type (e.g., sidewalk, sidepath, separate bicycle or multi-use path), the termini, and whether or not the new facility connects with existing facilities.

Do Queues Currently Clear on the Major Street

If signalized intersection queues do not clear on the major street during the p.m. peak period (for which volumes are reported on the HCM input sheet), the volumes reported may be low, and the field observations indicate that congestion present may not be reflected in the analysis. Thus, some modification to the reported volumes may be necessary. Any modifications will be discussed with the project contact prior to execution.

Traffic Flow Improvement Supplemental Forms

Sponsors must include two copies of the Input Module Worksheet – one for conditions prior to the improvement, and one for conditions after the improvement. If actuated controllers are already installed (or will be installed) at the location, the Actuated Controller Properties page of the worksheet must be included, along with as many Actuated Controller Coordination pages of the Input Module Worksheet as warranted, i.e., based on extended side-street leading left-turn phases.

Signal Interconnects

IV. PROJECT EMISSIONS BENEFIT DATA	
Project Length (miles):	
Distance between the last two signals at both ends of the project (miles):	North/West End:
Show the location of all signal on the map	South/East End:
Posted Speed (miles per hour – for each segment):	
Current Traffic Volume (ADT – Indicate year for each segment):	
If project is part of a transit signal priority (TSP) corridor, give name:	

Project Length

Use the length from one terminus to the other. For projects on multiple roads, list the length of each road separately and identify the road.

Distance between the last two signals

If the first interior intersection at either end of the project is less than .25 miles from a terminus, an adjustment will be made in the emissions benefit analysis. The distance between the last two signals at either terminus is used to make the adjustment.

Posted Speed

Use the posted speed for the segment to be improved. If the speed varies, give the speed and length of the subsegments. For projects on multiple roads, identify each road.

Current Traffic Volume

Use the average daily traffic. For projects on multiple roads, list the ADT separately for each road and identify the road.

If project is part of a transit signal priority (TSP) corridor

Give the name of the TSP corridor. A TSP corridor uses an operational strategy that facilitates the movement of in-service transit vehicles, either buses or streetcars, through traffic-signal controlled intersections. TSP corridors are identified on the Regional Transportation Authority's RTAMS web site, at www.rtams.org/rtams/transitSignalPriority.jsp. The interactive map will allow you to search for TSP corridors near your project.

Transit Projects

IV. PROJECT EMISSIONS BENEFIT DATAX
IV.PROJECTEMISSIONS BENEFIT DATA:
Project Type (Check One): ☐ System Start-Up☐ Transfer-☐ Service-And Equipment-☐ Facility Improvement□
Auto-Trips-Eliminated-Per-Day (Round-Trips):
Length Of Auto Trips Eliminated (One-Way Miles To The Nearest Tenth):
Auto Trips Diverted Per Day (Round Trips):0
Line-Haul-Length Of-Diverted Trips (One-Way Miles: To The Nearest Tenth):□
Project Life (Years):
Provide basis for parameters used to estimate benefits (e.g., ridership, auto occupancy, trip length. See instructions):

To derive these numbers, use an appropriate method in consultation with CMAP. Document assumptions regarding trip length, ridership, auto occupancy or other data in the last line. This includes providing a basis for estimates and the values for the underlying assumptions. In other words, "show your work."

Project Type

Indicate the type of project. If your project does not fit into one of the categories listed, look on the other forms for an appropriate project type.

Auto Trips Eliminated

The number of auto *round trips* eliminated because of the transit project.

Length of Auto Trips Eliminated

For trips eliminated, indicate the mean *one-way* trip distance, including both the approach trip length (from the origin to the transit facility) and the line-haul trip length (on the transit facility to the destination).

Auto Trips Diverted Per Day

The number of auto *round trips* that are diverted to the new facility instead of traveling the entire distance from the origin to the destination and back. An example of a diverted trip would be an auto trip diverted from a downtown-bound expressway to a train station parking lot, the rest of the trip being made by train.

Line-Haul Length of Trips Diverted

Give the mean *one-way* line-haul trip length of auto trips diverted to the new facility or service; equivalent to that part of the trip distance for which transit is used. Do not include the distance traveled from the commuters' homes to the facility. For commuter rail projects, use the station's mile post from the downtown terminal. For bus projects, use the route length of the bus from the facility to the end of the line or an appropriate average trip length. For car pool/van pool projects, contact CMAP staff to develop an appropriate estimate.

Project Life

Give the estimated life of the facility in years. Projects funding service or marketing should indicate the number of years being funded. In most cases, this will be one year. Services may receive no more than three years' funding.

Provide basis for parameters used to estimate benefits

Document your assumptions regarding trip length, ridership, auto occupancy or other data. The documentation may be attached if it is, for example, a spreadsheet printout. The basis should cite surveys, counts, or research reports to support the assumptions.

Bicycle and Pedestrian Facility Projects

This application form is used for both bicycle and pedestrian facility projects. Sponsors of pedestrian facility projects must also complete a *Pedestrian Facility Supplement* form.

IV. PROJECT EMISSIONS BENEFI	T·DATA¤
Type of Facility¶ □ ··	Bicycle¶
31	Pedestrian ^o
Miles: of existing bicycle/pedestrian facilities: Identify intersecting facilities: □	intersecting: the proposed facility:
Trip · attractors linked · directly · to · the proposed provided. a	facility.·For·a pedestrian facility,·identify transit service-to-which-direct-access is-
Indicate safety and attractiveness improvemen	nts—see·Bicycle/Pedestrian·Task·Force <u>memo_</u> ¤
Off-Street-Bicycle-FacilityProvide-traffic vo	olumes, speeds-and percent trucks-on-adjacent roadway.o
Identify plan in which proposed facility can b	e found. Supply a map, if available.¤

Type of Project

Indicate the type of project. If your project does not fit into one of the categories listed, look on the other forms for an appropriate project type.

Mile of existing facilities intersection the proposed facility

Indicate the miles of facilities already constructed that intersect with the proposed facility. Give the name of each intersecting facility and include these facilities on the project map and label them. Do not count existing facilities that do not actually intersect the proposed facility.

Trip attractors linked directly to the proposed facility

List the possible destinations for bicyclists/pedestrians which are served by the facility. Examples of trip attractors include work centers, transit facilities, schools and shopping centers.

Indicate safety and attractiveness improvements

Indicate how the proposed project will increase the safety of bicyclist or pedestrians or increase the attractiveness of those modes in the area of the project.

Off-Street Bicycle Facility

Bicycle facility projects which are off-street (bicycle path) should provide the traffic volumes, speeds and percentage of trucks on the adjacent roadways. This information is critical in determining the need for off-street facility. Use the average daily traffic along the section of roadway with the off-street facility. Also, identify nearby designated bicycle facilities, as given in a municipal or county bicycle plan. Supply a map from the plan, if available.

Identify the plan in which proposed facility can be found

Provide the name of the planning document that contains the proposed facility as part of its recommendations.

Bicycle Parking and Bicycle Encouragement Projects

IV. PROJECT EMISSIONS BENEFIT DATA	
Type of Project (Check One): □ bicycle Parking □ Bicycle Encouragement	
Number of New Bicycle Spaces - Racks: Lockers: Other	r

Type of Project

Indicate the type of project. If your project does not fit into one of the categories listed, look on the other forms for an appropriate project type.

Number of New Bicycle Spaces

Indicate the number of actual new spaces – the number of bicycles that can be accommodated at one time.

Commuter Parking Projects

This application form is used for both surface parking lots and parking structures. Sponsors of parking structure projects must also complete a *Commuter Parking Structure Supplement* form.

IV. PROJECT EMISS	IONS BENE	FIT DATA			
Project Location: City	y Of Chicago	□ Suburban			
Net Number Of New Vehic	cle Spaces:	Net Number Of New Bicyc	ele Spaces:	_	
Utilization Rate: □ New L	ot 🗆 Existing l	Lot (Indicate Actual Utilization): _	Percent		
Existing Parking Spaces A	nd Price:				
SPACES \$	PER	(hour/day/month)	SPACES \$	PER	(hour/day/month)
SPACES \$	PER	(hour/day/month)	SPACES \$	PER	(hour/day/month)
Line-Haul Trip Length (Or	ie-Way Miles to	the Nearest Tenth):			
If line haul trip length is no	ot a milepost figu	ire, provide basis for value provid	ed:		

Project Location

Indicate whether or not the lot is within the Chicago city limits.

Net Number of New Spaces

Indicate the number of actual new spaces. Also indicate the number of actual new bicycle spaces – the number of bicycles that can be accommodated at one time.

Utilization Rate

Check the appropriate box. For existing lots, give the current occupancy rate as a percentage. Sponsors should confirm the utilization of existing lots with the primary transit agency serving the lot.

Existing Parking Spaces and Price

Indicate the number of existing parking spaces at the station where the new facility is being constructed. Include the fees required for commuters to use the facilities. If the project is included in the CMAQ program, this information is need for the purpose of entering the project into the Transportation Improvement Program (TIP) for northeastern Illinois.

Line Haul Trip Length

This is the mean *one-way* line-haul trip length of auto trips diverted to the new facility or service. Do not include the distance from the commuters' homes to the facility. For commuter rail projects, use the station's mile post from the downtown terminal. For bus projects, use the route length of the bus from the facility to the primary drop-off point. For car pool/van pool projects, contact CMAP staff to develop an appropriate estimate.

When the line haul trip length provided in the previous line does not equal a milepost figure, provide a reason for why the milepost measurement was not used, the reason for choosing the terminus, and the route along which the distance was measured.

Direct Emissions Reduction Projects

These projects reduce emissions through a variety of measures, including idle reduction, alternative fuels, retrofitting existing diesel engines, repowering vehicles engines or vehicle replacement. The engines may be in on-road vehicles (including utility vehicles such as garbage trucks and plows), off-road vehicles used in construction of highway projects, or locomotives used within the non-attainment area.

Other Projects

For projects that do not fit into the categories above, an appropriate evaluation method will be developed in consultation with CMAP staff. Many projects will be able to use the data items below. Provide other data as necessary.

IV. PROJECT EMISSIONS BENEFIT DATA
Auto trips eliminated per day (round trips):
Length of auto trips eliminated (one-way miles to the nearest tenth):
Auto trips diverted to the new facility (round trips):
Line-haul length of trips diverted (one-way miles to the nearest tenth):
Affected days per year:
Project life (years):
Current traffic volume (ADT – indicate year):
Length of project or number of units provided:
Utilization rate (percent):
Describe method used to estimate benefits. Provide basis for parameters used to estimate benefits (e.g., diversion rate, auto occupancy, trip length. See instructions)

Number of Auto Trips Eliminated

The number of auto **round trips** eliminated per day because of the project.

Length of Auto Trips Eliminated

For trips eliminated, indicate the mean *one-way* trip distance, including both the approach trip length (from the origin to the nearest major street or limited access road) and the line-haul trip length (on the major street or limited access road to the destination).

Auto Trips Diverted

The number of auto **round trips** that, instead of traveling the entire distance from the origin to the destination and back, are diverted to an intermediate location, where the remainder of the trip is made by other means. An example of a diverted trip would be an auto trip diverted from downtown-bound expressway to a train station parking lot, the rest of the trip being made by train. (Note, however, that park-n-ride lots are classified as "Commuter parking" projects, not "Other" projects.)

Line-haul Length of Trips Diverted

The mean *one-way* line-haul trip length of auto trips diverted to the new facility or service; equivalent to that part of the trip distance for which transit or other non-automobile mode is used. Do not include the distance traveled from the commuters' homes to the facility. For commuter rail projects, use the station's mile post from the downtown terminal. For bus projects, use the route length of the bus from the facility to the end of the line or an appropriate average trip length. For car pool/van pool projects, contact CMAP staff to develop an appropriate estimate.

Affected Days per Year

The number of days per year the facility will be used or the program will be in effect.

Give the estimated useful life of the facility in years. Projects funding service or marketing should indicate the number of years being funded. In most cases, this will be one year. Services may receive no more than three years' funding.

Current Traffic Volume

Use the average daily traffic. For projects on multiple roads, list the ADT separately for each road and identify the road.

Length of Project or Number of Units Provided

Give the best characterization of the quantity of the project. Include units, e.g., miles, intersections, feet, vehicles.

Utilization Rate

Give the estimate of the average use of the project.

Describe method used to estimate benefits

Document your assumptions regarding trip length, rates of attraction from driving, auto occupancy or other data. The documentation may be attached if it is, for example, a spreadsheet printout. The basis should cite surveys, counts, or research reports to support the assumptions.

Part V. Program Management Information

V. PROGRAM MANA	GEMENT INFORMATION	
Is Right-Of-Way Acquisitio	n required for this project? Yes No If so, h	as it been acquired? 🗆 Yes 🗀 No
Preliminary Design Status:	□ N.A □ Design approval granted □ Not Begun □ Agreement sent to District 1 □ Agree □ Engineering Underway □ Submitted for review □ F Date approvalis anticipated:	
Estimated completion (cons	truction) year:	

Is ROW Acquisition required for this project

Indicate whether land rights are required to implement the proposed project and if they are, whether or not they have been acquired.

Preliminary Design Status

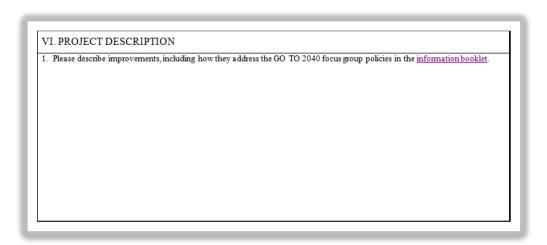
Indicate the status of phase I engineering\preliminary engineering. Design approval by IDOT is the culmination of the phase I engineering process and is granted by IDOT. Below is an explanation of the check box options.

Check Box Option	Explanation
N.A.	Project is not subject to design approval
Not Begun	Preliminary engineering has not commenced
Agreement sent to District 1	Draft agreement was sent to District 1 for review
Agreement executed by	Locally Executed Local Agency Agreement has been
Central Office	executed by IDOT
Engineering Underway	Preliminary engineering is currently underway
Submitted for review	draft Preliminary Design Report (PDR) was sent to the
	IDOT District 1 for review
Responding to review	Comments have been received by IDOT and the local
comment	agency is currently responding to them

Estimated completion year

Indicate the federal fiscal year the project is scheduled for completion, using the current project status. Use best estimates for large projects. Projects funding services or marketing should indicate the first year of service or marketing funded by the application.

Part VI. Project Description— All Projects except Demonstration Projects



Indicate here any information necessary for understanding the project that is not provided on the main project page. Note any costs for project elements that are not related to the projected congestion mitigation or emissions reductions.

Make sure to include how the project addressed the GO TO 2040 focus program group policies which are described starting on page 16 of the <u>Project Information Booklet</u>.

For proposals that include outreach, promotion or marketing, provide a budget and describe the overall themes, target markets, materials to be developed, media buys and special events. The budget should reflect in detail the activities described. The description should be sufficiently detailed to permit an assessment of the coordination effort with similar efforts.

Planning Liaison Reviewed
Complete
Missing information – must be completed before application will be processed
Missing information that will result in immediate rejection

Project applications submitted by local sponsor agencies are required to be reviewed by their subregional planning area staff (Council of Mayors' Planning Liaisons). The planning liaison will review a sponsor's application and sign the application as having been reviewed and note any missing information to the sponsor. The sponsor can then submit the application including any missing information to CMAP for consideration. Local sponsor agency applications will not be considered without the planning liaison review. The **deadline** for local sponsor agencies to submit their applications to the planning liaisons is **January 22, 2013**. If you are unsure about which planning liaison to contact, visit the above link. Local sponsor agencies are defined as any municipal government (villages and cities), county, park district, school district or township or similar body.

Project Description – Demonstration Projects Only

Sponsors must contact <u>Doug Ferguson</u> of the CMAP staff at (312) 386-8824 to discuss objectives and the scope of a demonstration proposal prior to submitting it.

VPROJECT-DESCRIPTION:
1. Please describe improvements, including how they address the GO-TO-2040 focus group policies in the information booklet. —Include how you expect this to benefit air quality or reduce congestion, how it can be applied to other parts of the region, etc.:¤
2Demonstration Evaluation Plan. Describe how the project will be evaluated to determine actual emissions benefits realized. use additional pages if necessary:
3What are the regional application of this project?
H T T T T T T T T T T T T T T T T T T T
4. "Describeany other projects, either underway or completed, with which this project is related: "
5What further projects do you anticipate resulting from this project?¶ ¤

Demonstration projects are designed to show the emission reductions and congestion mitigation that will result from innovative capital and operating projects for which little emissions benefit data now exists. Outline an evaluation plan for this project. The plan should describe, at a minimum: 1) the type of emission and congestion benefit expected (e.g., trip reduction, speed improvement), 2) the before/after studies to be conducted, 3) the data to be collected, 4) the analysis method(s) to be used, 5) applicability to other locations/situations in the region, and 6) feasibility (i.e., what is needed for a successful implementation). The project sponsor is responsible for carrying out the evaluation if the project is programmed; the expense of doing so may be included in the CMAQ funding.

Indicate here how the results of the demonstration might be applied elsewhere in northeastern Illinois.

Include here previous phases of the project, projects on which this project depends, and projects that may be showing results similar to this project. Contact CMAP if necessary.

Sponsors should review the research literature for similar projects before proposing a demonstration in northeastern Illinois.

Make sure to include how the project addressed the GO TO 2040 focus program group policies which are described starting on page 16 of the <u>Project Information Booklet</u>.

For proposals that include outreach, promotion or marketing, provide a budget and describe the overall themes, target markets, materials to be developed, media buys and special events. The budget should reflect in detail the activities described. The description should be sufficiently detailed to permit an assessment of the coordination effort with similar efforts.

If further project phases or applications are envisioned at this time, indicate them here.

(Visit www	Liaison Reviewed
☐ Complete	e
 Missing it 	information – must be completed before application will be processed
☐ Missing i	information that will result in immediate rejection

Project applications submitted by local sponsor agencies are required to be reviewed by their subregional planning area staff (Council of Mayors' Planning Liaisons). The planning liaison will review a sponsor's application and sign the application as having been reviewed and note any missing information to the sponsor. The sponsor can then submit the application including any missing information to CMAP for consideration. Local sponsor agency applications will not be considered without the planning liaison review. The **deadline** for local sponsor agencies to submit their applications to the planning liaisons is **January 22, 2013**. If you are unsure about which planning liaison to contact, visit www.cmap.illinois.gov/cmaq/project-contacts. Local sponsor agencies are defined as any municipal government (villages and cities), county, park district, school district or township or similar body.

Commuter Parking Structure Supplement Form

Project sponsors applying for CMAQ funds for a commuter parking structure must complete the supplement form in addition to the commuter parking application form. The supplement form provides additional information specific to parking structures (parking decks or garages) that is not required in the emission benefit analysis, but which will help the CMAQ Project Selection Committee establish priorities among proposals. The primary evaluation criterion for parking structure projects will be cost per kilogram of VOCs eliminated over the project life. Questions on the form are followed by descriptive text for the purpose of guidance in completing the form. For additional assistance, contact Doug Ferguson, CMAP staff, at (312) 386-8824.

Input Module Worksheet, Actuated Controller Properties, Actuated Controller Coordination Form

Project sponsors applying for CMAQ funds for a traffic flow improvement must complete the supplementary information form, "Input Module Worksheet," in addition to the "Traffic Flow Improvement Form." The supplementary form provides additional information that is required in the emission benefit analysis. If actuated controllers are already installed (or will be installed) at the location, the Actuated Controller Properties page of the worksheet must be included, along with as many Actuated Controller Coordination pages of the Input Module Worksheet as warranted, i.e., based on extended side-street leading left-turn phases. Failure to submit the worksheets as required will result in an application not being considered for funding. The form is intended to be self-explanatory. If the improvement is a traffic circle (roundabout), contact Doug Ferguson, CMAP staff, at (312) 386-8824, for requirements.

11. CMAQ Project Milestone Schedule

Milestone schedules are required for all non-transit projects that involve construction of a transportation facility project. The milestone schedule will help applicants develop a project timeline that incorporates the federal engineering requirements. Completing the schedule now will reduce project delays. Applications for bicycle/pedestrian facility projects, commuter parking projects (both surface and structures), and traffic flow improvements projects should include a milestone schedule. For help with the sequence of events and estimated review time see the Federal Aid Project Initiation to Completion Flow Chart and IDOT Local Roads and Streets' Mechanic of Project Management available at www.cmap.illinois.gov/cmaq/program-development.